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Approved For Release 2003/05/27 : CIA-RDP84B00890R000800030003-6

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SECRET

DDA 81-1055

26 May 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM:

[REDACTED]

Deputy Director for Administration

SUBJECT: Career Training Program -- Transfer of  
Function to the Office of Personnel

1. During the past several weeks, we have conducted a review of the Career Training Program (CTP). The CTP is a somewhat fragmented program where responsibility is divided among the Office of Personnel (OP), Recruitment and Training Branch/Career Management Staff/DO, Office [REDACTED] with the bulk of the program being managed by the Career Training Staff/Office of Training and Education (CTS/OTE). Our review of OTE's portion of the CTP prior to the commencement of actual training indicates that most of the functions are personnel functions and should be assigned to OP. In view of the substantially increased requirement from the DO for CTs in FY-82 and FY-83 and the fact that NFAC, DDS&T, and DDA also have CT requirements, the total of which will approximate 300, it is clear that OTE cannot possibly manage the program unless there is a considerable augmentation of the CTP/OTE staff and an increase in travel funds. We believe that we should use OTE resources to train Agency and Intelligence Community personnel, and [REDACTED] in intelligence-related subjects and leave the spotting, assessing, recruiting, and counseling of employees to OP. In effect, this would result in classes of Career Trainees being obtained by OP and other cooperating components and then being turned over to OTE for formal training and handling during training periods only.

2. We request that you approve the following:

a. Transfer of the CTP function, other than actual training, to OP no later than 1 October 1981, preferably sooner.

b. Transfer of seven CTS positions in OTE to OP for CT recruitment and processing.

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[REDACTED]

25X1

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3. If you approve this request, we intend to assign the three remaining CTS positions -- two officers and one clerk/typist position -- to the Intelligence School for use in the four, ten week pre-interim training courses per year for CTs that will begin in late June 1981.

25X1

25X1

CONCUR:

28 May 1981 \* See comment  
Date on Routing Sheet

8 JUN 1981  
Date

9 June 81  
Date

6/18/81  
Date

Deputy Director of Central Intelligence

cc: C/CMS/DO  
D/PERS  
COMPT  
DD/S&T  
D/NFAC

SECRET

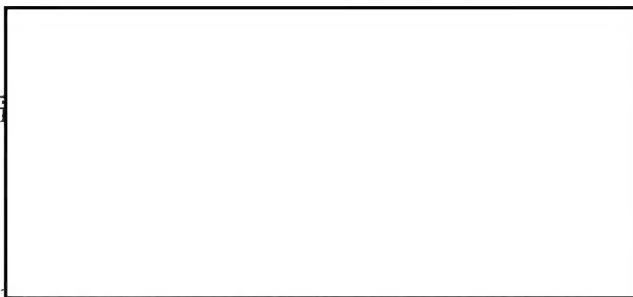
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CONCUR:

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Deputy Di



15 JUN 1981

Date

15 JUN 1981

Date

Director, National Foreign Assessment Center

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Distribution:

Orig - DDCI (Return to DDA)

- 1 - DDCI
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- 1 - D/NFAC
- 2 - DDA
- 2 - DTE
- 1 - DDTE
- 1 - C/CTS
- 1 - OTE Registry

DDTE/ [redacted] 15May81)

Rewritten: [redacted] 6May81)

Rewritten: [redacted] 26May81)

25X1  
25X1

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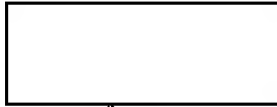
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9/11  
[redacted]  
Inasmuch as you  
acknowledge that NFAC  
and DSS+T also have CT  
requirements, it seems  
inappropriate to have only  
a DDO concurrence on this  
proposal. Would it not  
be politic to get them to  
sign off as well?

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6/11

Inasmuch as you acknowledge that NFAC and DDS+T also have CT requirements, it seems inappropriate to have only a DDO concurrence on this proposal. Would it not be politic to get them to sign off as well?



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**ROUTING AND TRANSMITTAL SLIP**

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TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA -- 7D24 Hqs	<i>mg</i>	19 MAY 1981
2.		
3. ADDA	<i>H</i>	5-20
4. DDA (for signature)		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

Subject: Career Training Program --  
Transfer of Function to OP

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ROUTING AND TRANSMITTAL SLIP Date 26 May 1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	T	5/26
2. ADDA	H	5-26
3. DD/A		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

I have made two changes in the attached memorandum concerning transfer of career training program responsibility to the Office of Personnel. Per your instructions I have redirected it to the DDCI vice the DCI. Secondly, I have altered paragraph 2b to reflect transfer of two of the six recently reprogrammed positions.

I believe this accurately addresses ~~this~~ your concern. If not I stand ready to recast as necessary. *K-2*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Chief, Management Staff, DDA

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OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206